

The Kentucky Department for Public Health  
 University of Kentucky College of Nursing  
**Jefferson County Workplace Tobacco Policy Study, 2008**

	<u>Jefferson</u>	<u>Kentucky</u>
<b><u>Demographic Information</u></b>		
1. How many employees do you have?	n= 46 Mean= 208	n= 654 Mean= 241
2. About what percentage of your employees are male?	n= 45 69.2%	n= 625 70.3%
3. About what percentage of your employees are female?	n= 45 30.8%	n= 625 30.6%
4. About what percentage of your employees are under 18 years of age?	n= 45 0.2%	n= 600 3.7%
5. About what percentage of your employees are	n= 42	n= 596
a. Caucasian	77.7%	83.9%
b. African American	17.8%	11.3%
c. Hispanic	3.8%	7.8%
d. Asian	3.3%	2.1%
e. Other	2.2%	2.0%
<b><u>Smoking Policy/Environment</u></b>		
6. Does your company have a written smoking policy? Yes	n= 46 41 89.1%	n= 644 520 80.7%
7. [For those companies without a written policy] Does your company have a smoking policy that is not in writing? Yes	n= 5 5 100.0%	n= 120 84 70.0%

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8.	How is the company policy communicated?	<u>n</u> =	46	<u>n</u> =	604
	a. Employee handbook	32	69.6%	445	73.7%
	b. Hallways	8	17.4%	97	16.1%
	c. Offices	5	10.9%	60	9.9%
	d. Restrooms	4	8.7%	62	10.3%
	e. Administrative offices	7	15.2%	53	8.8%
	f. Not communicated	34	73.9%	375	62.1%
	g. At time of hire/orientation	0	0.0%	316	52.3%
	h. Signs/bulletin boards	0	0.0%	34	5.6%
	i. Electronic/newsletter	0	0.0%	90	14.9%
	j. Other	0	0.0%	4	0.7%
9.	Are employees permitted to smoke inside your company?	<u>n</u> =	46	<u>n</u> =	651
	Yes	1	2.2%	195	30.0%
10.	[For companies allowing indoor smoking] Is indoor smoking restricted to specified indoor areas?	<u>n</u> =	1	<u>n</u> =	193
	Yes	1	100.0%	176	91.2%
11.	[For companies allowing indoor smoking] Does the policy, written or unwritten, specify which indoor areas are smoking areas?	<u>n</u> =	1	<u>n</u> =	192
	Yes	1	100.0%	156	81.3%
	No	0	0.0%	12	6.3%
	Does not have a policy, written or unwritten	0	0.0%	24	12.5%
12.	[For companies allowing indoor smoking] Are indoor smoking areas separately enclosed and ventilated?	<u>n</u> =	1	<u>n</u> =	191
	All	1	100.0%	75	39.3%
	Some	0	0.0%	34	17.8%
	None	0	0.0%	74	38.7%
	I don't know	0	0.0%	8	4.2%

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13. [For companies allowing indoor smoking] Does the smoking policy specify which indoor areas are separately ventilated for smoking?	<u>n</u> =	1	<u>n</u> =	183
Yes	1	100.0%	56	30.6%
No	0	0.0%	94	51.4%
Does not have a policy, written or unwritten	0	0.0%	33	18.0%
14. [For companies allowing indoor smoking] Where is indoor smoking permitted? (Fill in all that apply)	<u>n</u> =	1	<u>n</u> =	195
a. Cafeteria	0	0.0%	45	23.1%
b. Break rooms	0	0.0%	101	51.8%
c. Personal offices	0	0.0%	22	11.3%
d. Conference rooms	0	0.0%	15	7.7%
e. Bathrooms	0	0.0%	20	10.3%
f. Work area/plant floor	0	0.0%	65	33.3%
g. Smoking rooms	0	0.0%	51	26.2%
h. Other	0	0.0%	26	13.3%
15. Are employees permitted to smoke outside your company?	<u>n</u> =	46	<u>n</u> =	652
Yes	45	97.8%	626	96.0%
16. [For companies allowing outdoor smoking] Where is outdoor smoking permitted?	<u>n</u> =	45	<u>n</u> =	616
a. Anywhere outside	4	8.9%	160	26.0%
b. Designated areas outside	40	88.9%	443	71.9%
c. Other	1	2.2%	13	2.1%
17. [For companies allowing outdoor smoking] Does the smoking policy, written or unwritten, specify which outdoor areas are smoking areas?	<u>n</u> =	45	<u>n</u> =	609
Yes	35	77.8%	386	63.4%
No	10	22.2%	176	28.9%
Does not have a policy, written or unwritten	0	0.0%	47	7.7%

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18. [For companies allowing outdoor smoking] Are outdoor smoking areas enclosed?				
No	n= 40	45 88.9%	n= 512	613 83.5%
19. Is smoking permitted during work hours?				
Yes	n= 41	46 89.1%	n= 588	652 90.2%
20. [For companies permitting smoking during work hours] Does the smoking policy, written or unwritten, specify when smoking is permitted?				
Yes	n= 30	41 73.2%	n= 390	569 68.5%
No	11	26.8%	135	23.7%
Does not have a policy, written or unwritten	0	0.0%	44	7.7%
21. [For companies permitting smoking during work hours] When is smoking permitted?				
a. Any time	n= 9	41 22.0%	n= 105	588 17.9%
b. Before work	31	75.6%	293	49.8%
c. Break time	38	92.7%	497	84.5%
d. Lunch time	37	90.2%	459	78.1%
e. After work	29	70.7%	283	48.1%
f. During meetings	0	0.0%	4	0.7%
g. After work functions	2	4.9%	22	3.7%
h. Other times	0	0.0%	2	0.3%
22. Are No Smoking signs posted at your company?				
Yes	n= 43	46 93.5%	n= 558	650 85.8%
23. Do employees smoke in company vehicles?				
Yes	n= 7	45 15.6%	n= 165	646 25.5%
No	29	64.4%	372	57.6%
Does not have company vehicles	9	20.0%	109	16.9%

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24. Does the smoking policy, written or unwritten, specify if smoking is permitted or not in company vehicles?	<u>n</u> =	36	<u>n</u> =	516
Yes	19	52.8%	258	50.0%
No	14	38.9%	203	39.3%
Does not have a policy, written or unwritten	3	8.3%	55	10.7%

**Smoking Policy Compliance/Enforcement**

25. To what extent do employees comply with the existing smoking policy?	<u>n</u> =	46	<u>n</u> =	655
a. All of the time	25	54.3%	364	55.6%
b. Some of the time	1	2.2%	24	3.7%
c. Most of the time	17	37.0%	237	36.2%
d. Never	0	0.0%	1	0.2%
e. Does not have a policy, written or unwritten	3	6.5%	29	4.4%
26. Who enforces the smoking policy for employees? (Fill in all that apply)	<u>n</u> =	46	<u>n</u> =	655
a. Immediate Supervisor	43	93.5%	491	75.0%
b. Manager	37	80.4%	392	59.8%
c. Security	12	26.1%	69	10.5%
d. Peers	15	32.6%	103	15.7%
e. Others	3	6.5%	128	19.5%
f. Does not have a policy, written or unwritten	0	0.0%	28	4.3%
27. For a first time offense, what action is taken when an employee violates the smoking policy? (Fill in all that apply)	<u>n</u> =	46	<u>n</u> =	655
a. Verbal reprimand	34	73.9%	428	65.3%
b. Written reprimand	8	17.4%	118	18.0%
c. Participation in smoking cessation or education program	0	0.0%	0	0.0%
d. Other	4	8.7%	90	13.7%
e. Does not have a policy, written or unwritten	2	4.3%	51	7.8%

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28. For a second time offense, what action is taken when an employee violates the smoking policy? (Fill in all that apply)	<u>n</u> =	46	<u>n</u> =	655
a. Verbal reprimand	3	6.5%	70	10.7%
b. Written reprimand	32	69.6%	403	61.5%
c. Day off without pay	3	6.5%	33	5.0%
d. Participation in smoking cessation or education program	0	0.0%	3	0.5%
e. Other	7	15.2%	138	21.1%
f. Does not have a policy, written or unwritten	2	4.3%	56	8.5%
29. For 3 or more offenses, what action is taken when an employee violates the smoking policy? (Fill in all that apply)	<u>n</u> =	46	<u>n</u> =	655
a. Verbal reprimand	2	4.3%	21	3.2%
b. Written reprimand	7	15.2%	90	13.7%
c. Day off without pay	5	10.9%	54	8.2%
d. Participation in smoking cessation or education program	0	0.0%	0	0.0%
e. Mandatory smoking cessation program	0	0.0%	0	0.0%
f. Suspension from work	18	39.1%	143	21.8%
g. Termination	0	0.0%	235	35.9%
h. Never happens	0	0.0%	103	15.7%
i. Other	0	0.0%	79	12.1%
h. Does not have a policy, written or unwritten	2	4.3%	55	8.4%
30. Who do the employees contact if they have complaints about people violating smoking restrictions? (Fill in all that apply)	<u>n</u> =	46	<u>n</u> =	655
a. Immediate supervisor	40	87.0%	485	74.0%
b. Health and safety personnel	20	43.5%	129	19.7%
c. Risk manager	8	17.4%	49	7.5%
d. Human Resources	0	0.0%	334	51.0%
e. Manager	0	0.0%	219	33.4%
f. Other	0	0.0%	53	8.1%

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<b><u>Smoking Cessation</u></b>				
31. Does your company provide resources to employees who want to quit using tobacco products?	<u>n</u> =	46	<u>n</u> =	647
Yes	32	69.6%	427	66.0%
32. What resources are available? (Fill in all that apply)	<u>n</u> =	32	<u>n</u> =	427
a. Cooper-Clayton Method to Stop Smoking	4	12.5%	104	24.4%
b. Fresh Start (American Cancer Society)	3	9.4%	16	3.7%
c. Freedom from Smoking (American Lung Association)	2	6.3%	10	2.3%
d. Make Yours a Fresh Start Family (American Cancer Society)	0	0.0%	0	0.0%
e. Employee Assistance Program	22	68.8%	163	38.2%
f. Telephone Quit Line	1	3.1%	51	11.9%
g. Self-Help Booklets/Posters	0	0.0%	40	9.4%
h. Counselor	1	3.1%	25	5.9%
i. Computer/On-Line help	0	0.0%	9	2.1%
j. Doctor/Other Health Care Professional	2	6.3%	31	7.3%
k. Insurance	0	0.0%	185	43.3%
l. Other classes	0	0.0%	24	5.6%
m. Reimbursement/Incentives	0	0.0%	74	17.3%
n. Other	0	0.0%	65	15.2%
33. Who provides the smoking cessation services? (Fill in all that apply)	<u>n</u> =	32	<u>n</u> =	427
a. Company Nurse	2	6.3%	24	5.6%
b. Community resource person	1	3.1%	22	5.2%
c. Employee Assistance Program	0	0.0%	122	28.6%
d. Insurance Company Program	0	0.0%	130	19.8%
e. Hospital/Health Department	0	0.0%	95	14.5%
f. Physicians/Other Health Care Professionals	0	0.0%	21	3.2%
g. Human Resources	0	0.0%	72	11.0%
h. Other	0	0.0%	55	8.4%

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<b><u>Availability of Tobacco Onsite</u></b>			
34.	Are cigarettes sold on company property?	<u>n</u> = 46	<u>n</u> = 653
	Yes	1 2.2%	6 0.9%
35.	If "Yes", how are cigarettes sold? (Fill in all that apply)	<u>n</u> = 1	<u>n</u> = 6
	a. Company store	0 0.0%	0 0.0%
	b. Vending machines	1 100.0%	5 83.3%
	c. Other	0 0.0%	0 0.0%
<b><u>Perceptions of Policy/Interest in Assistance</u></b>			
36.	Does your smoking policy mention anything about the consequences of tobacco, secondhand smoke or about protecting the health of others?	<u>n</u> = 46	<u>n</u> = 641
	Yes	7 15.2%	173 27.0%
	No	36 78.3%	407 63.5%
	Does not have a policy, written or unwritten	3 6.5%	61 9.5%
37.	How satisfied are you with your current smoking policy?	<u>n</u> = 46	<u>n</u> = 654
	a. Very satisfied	25 54.3%	308 47.1%
	b. Somewhat satisfied	9 19.6%	126 19.3%
	c. Satisfied	11 23.9%	139 21.3%
	d.. Not satisfied	1 2.2%	52 8.0%
	e. Does not have a policy, written or unwritten	0 0.0%	29 4.4%
38.	Are you contemplating changes in your smoking policy?	<u>n</u> = 45	<u>n</u> = 652
	No	37 82.2%	527 80.8%
39.	How interested are you in receiving assistance on changing your smoking policy?	<u>n</u> = 45	<u>n</u> = 651
	a. Very interested	3 6.7%	53 8.1%
	b. Somewhat interested	11 24.4%	102 15.7%
	c. Not interested	31 68.9%	496 76.2%

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40. How interested are you in receiving assistance on effective smoking cessation programs?	<u>n</u> =	45	<u>n</u> =	648
a. Very interested	12	26.7%	135	20.8%
b. Somewhat interested	12	26.7%	206	31.8%
c. Not interested	21	46.7%	307	47.4%

**Spit Tobacco Policy**

41. Which of the following best describes your company's official policy on spit (smokeless) tobacco for indoor common areas such as lobbies, rest rooms, and lunch rooms?	<u>n</u> =	45	<u>n</u> =	649
a. Not allowed in common areas	22	48.9%	334	51.5%
b. Allowed in some common areas	2	4.4%	48	7.4%
c. Allowed in all common areas	4	8.9%	64	9.9%
d. Other	0	0.0%	53	8.2%
e. No official policy	17	37.8%	150	23.1%

42. Which of the following best describes your company's official policy on spit (smokeless) tobacco for work areas?	<u>n</u> =	45	<u>n</u> =	636
a. Not allowed in work areas	24	53.3%	353	55.5%
b. Allowed in some work areas	1	2.2%	50	7.9%
c. Allowed in all work areas	3	6.7%	61	9.6%
d. Other	0	0.0%	19	3.0%
e. No official policy	17	37.8%	153	24.1%

43. If your company has an official spit tobacco policy, how often is it enforced?	<u>n</u> =	45	<u>n</u> =	632
a. Always enforced	12	26.7%	324	51.3%
b. Sometimes enforced	3	6.7%	76	12.0%
c. Never enforced	0	0.0%	9	1.4%
d. Other	3	6.7%	18	2.8%
e. Does not have a policy, written or unwritten	27	60.0%	205	32.4%

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44. Would you send us a copy of your spit tobacco and/or smoking policy if you have them?	<u>n</u> =	46	<u>n</u> =	637
Yes	12	26.1%	245	38.5%
No	7	15.2%	224	35.2%
Does not have written policies	27	58.7%	168	26.4%

**Company Support/Community Involvement**

45. Does your company have an employee wellness or health promotion program (e.g. health education services, activities, classes, workshops, lectures, individual counseling or wellness information)?	<u>n</u> =	46	<u>n</u> =	648
Yes	31	67.4%	369	56.9%
No	15	32.6%	257	39.7%
Don't Know	0	0.0%	22	3.4%

46. Does your company health insurance plan cover all or part of the cost of the following? (Fill in all that apply)	<u>n</u> =	46	<u>n</u> =	655
a. Pharmacotherapies for smoking cessation (e.g. Wellbutrin, Zyban, patches/gum, etc.)	28	60.9%	320	48.9%
b. Behavioral counseling or classes for smoking cessation	6	13.0%	212	32.4%

47. Does your company have community outreach or funding programs for community projects?	<u>n</u> =	45	<u>n</u> =	651
Yes	20	44.4%	321	49.3%

**Miscellaneous**

48. Does the manufacture of your products involve flammable materials?	<u>n</u> =	46	<u>n</u> =	645
Yes	27	58.7%	398	61.7%
49. Do your employees belong to a union?	<u>n</u> =	45	<u>n</u> =	652
Yes	18	40.0%	125	19.2%

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Manufacturing Facility Participation Rate	45.1%	69.6%

Note: Data for this report were collected November 2007 - August 2008 in manufacturing facilities with 50 or more employees.

*This report was prepared through a contract between the Kentucky Cabinet  
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